

APPLICATION  
MONROE COUNTY  
PLANNING & ENVIRONMENTAL RESOURCES DEPARTMENT



**Request for Records Research**

There is a \$50 per hour research fee. The fee is to be collected following the conclusion of the research and prior to the provision of the requested information.

**Date of submittal:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Please complete the following:**

\_\_\_\_\_  
Your Name

\_\_\_\_\_  
Mailing Address (Street, City, State, Zip Code)

\_\_\_\_\_  
Daytime Phone

\_\_\_\_\_  
Email Address

**Please list and describe the records and information you are requesting:**

\_\_\_\_\_  
**Legal Description of Property (if applicable):**

Block	Lot	Subdivision	Key
Real Estate (RE) Number		Alternate Key Number	
Street Address (Street, City, State, Zip Code)		Approximate Mile Marker	

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please send this completed Request for Research application and any supplemental materials to the office nearest to the property:

Monroe County  
Planning & Environmental Resources  
2798 Overseas Highway, Suite 400  
Marathon, FL 33050

Monroe County  
Planning & Environmental Resources  
102050 Overseas Highway  
Key Largo, FL 33037

**You will be notified when your request has been processed.  
Arrangements in regards to payment and pick up will be made at the time of notification.**